

# TECHNICAL MANUAL

## OPERATING INSTRUCTIONS

### MARINE MASTERS OPERATION AND MAINTENANCE LOG (AFTO 17)

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### 1 PURPOSE.

This Technical Order (TO) provides instructions and guidance for watercraft management who are responsible for maintaining the Marine Masters Operation and Maintenance Log (AFTO Form 17).

### 2 SCOPE.

This TO is intended for AF watercraft activities who operate under contractor support or operate watercraft which move personnel or materials over or under water. (EXCEPTION: AF activities who operate watercraft less than 32 feet in length have the option on maintaining the AFTO Form 17 on a daily basis).

### 3 GENERAL INSTRUCTIONS.

3.1 The AFTO Form 17 shall be aboard watercraft during working and operational hours. The log shall be kept secure from loss or destruction and from hazards of weather during mission operations.

3.2 Only authorized personnel shall make entries in, or handle, the AFTO Form 17, except in the face of marine disaster.

#### NOTE

The terms Marine Masters Operation and Maintenance log, AFTO Form 17 and "the log" will be interchangeable for convenience.

3.3 Should a vessel become stricken at sea or any other situation in which the log could be lost or destroyed, every reasonable effort should be made to salvage the log.

3.4 All log entries shall be entered, as outlined in this TO and signed for immediately upon berthing vessel or after securing from work, or as shortly thereafter as is commensurate with prevailing circumstances.

3.5 When all entry pages are completed the log shall be turned over to the Person in Charge (PIC) of watercraft operations for storage.

3.6 Completed logs shall be stored in a dry and secure space for five years. At the five-year period the preserved logs can be disposed of in accordance with existing Air Force Instructions.

3.7 Vessel transfers shall include all available logs. The logs shall be identified on the equipment (AFTO 280) listing.

3.8 Logs shall be requisitioned through the Air Force Publication distribution center (AFPDC).

3.9 "In use" log, for vessels temporarily off station for maintenance, shall be retained by the PIC of the watercraft activity.

3.10 Vessels involved in a marine disaster, incident, or any circumstance from which legal action may be reasonably expected to occur, all logs of whatever age, including the current "In use" log shall be retrieved by the accountable PIC and impounded. Directions from the watercraft activity command section shall be requested by the PIC.

3.11 Should an "In use" log become permanently lost, a new log will be obtained. The statement, "Log for Current Period Lost", will be entered in the space provided on the front cover directly below the word, "STATION". Page ii of

the new log will be completed as fully as possible. Page iii will be used to record:

3.11.1 Cause of missing log, i.e., "Lost overboard- when and how", "Destroyed by fire, sinking- date", "Not aboard the vessel when received", etc.

3.11.2 Any information pertinent to the "Condition of the Vessel", which may be known by personnel present or available.

3.11.3 A report on the "Condition of the Vessel", after a thorough inspection of the entire vessel, as outlined on pages iv and v of the log.

#### 4 USE OF THE LOG.

The log is an important document and is to be used as:

4.1 The "Ship's Log".

4.2 The "Condition of the Vessel" report.

4.3 A record of general information, concerning the vessel.

4.4 A record of all required inspections of the vessel.

#### 5 UTILIZATION OF THE LOG.

The following instructions provide guidance for making entries and deletions in the log as well as for its preservation and utilization.

5.1 All entries, signatures and initials shall be clearly written in black ink. All signatures and initials will be written in payroll form. Entries required during a mission, periods of darkness or rough weather may be entered on a rough log and transcribed to the log upon docking the vessel.

5.2 Deletions or erasures of entries to, or removal of pages from the log, is prohibited. Ruling a line through the incorrect entry will make corrections. Masters shall initial or sign all corrections made.

5.3 Abusive handling of the log will be avoided.

5.4 The log will be utilized each day the crew is on duty. When no mission or runs are scheduled, entries will be made concerning work accomplished by the crew while aboard the vessel and the hours thereof. On those days when neither the Master of the vessel nor any member of the crew report aboard, the PIC, or Master of the vessel will annotate the log, stating that no one was aboard and why: i.e., "Vessel off station for maintenance inspection unable to proceed to sea", etc. Such entries shall be dated and signed by the person making the entry. Several such entries may be made on the right side of a single page if they are clearly dated and distinctly separated for each entry. Upon resumption of operations a new page will be started.

#### 6 MAINTENANCE OF LOG.

These instructions shall be followed as closely as possible. Local circumstances may be justification for deviation.

##### 6.1 Front Cover. Front.

6.1.1 Upon starting a new log, fill in "STATION, FROM DATE, and BOAT NUMBER" with current base, date and vessel designator number.

6.1.2 Upon completing all 79 pages, fill in the "TO DATE" with the last date entered in log.

##### 6.2 Front Cover. Inside.

6.2.1 Fill in the blocks for "Commonly Used Radio Frequencies".

##### 6.3 General Data. Page ii.

6.3.1 When starting a new log, copy information from old log (update, if necessary).

6.3.2 Appropriate blocks under the caption "VESSEL" shall be filled in.

6.3.3 Appropriate blocks under the caption, "ENGINES" shall be filled in.

#### **NOTE**

On dual (2) engine vessels, use sub-head "PORT OUTBOARD and STARB OUTBOARD". On quad (4) engine vessels, use sub-head "PORT OUTBOARD, PORT INBOARD, STARB OUTBOARD, and STARB INBOARD."

6.3.4 The caption "Generators", is applicable to vessels with fixed generating units aboard.

6.3.5 The blocks sub-headed "Air Compressor", "Fire", "Bilge Pump", and "Lifting Gear Capacity" are applicable to vessels with this type gear.

#### **NOTE**

Vessels with capstans and cranes shall enter the tested weight capacity of that unit.

6.3.6 The "REMARKS" block will be used to record configuration changes to the vessels main or auxiliary engine, or equipment changes which would alter any of the basic data required under the "VESSEL", "ENGINES", or "GENERATORS" headings.

6.3.6.1 Entries will briefly state cause and reason, for change with date change was completed; i.e. "Port main engine failure- caused by excessive loss of lubrication oil. Rapid leakage of oil at the oil filter housing during engine operation". Date and sign.

6.4 Page iii. This page can be used for brief narrative description of "items-of-interests", concerning characteristics of the vessel or its machinery and not properly fitting elsewhere in the log.

6.5 Pages iv through ix. These pages contain boilerplate inspection checklist and can be utilized in conjunction with established in-house inspections. The boat captain and chief engineer should have a good working knowledge of the material contained in these pages.

6.6 Page 1. Beginning with page 1, all entries made in the log become the permanent historical record of the vessel. Therefore, all entries must be made in a timely, accurate, and concise manner. The Master of the vessel makes all decisions regarding which events are entered in the log. All groundings (or events) of any kind, involving damage to the vessel, shall be entered. A page of the log consists of both the left and right hand pages when the log is opened. A new page will be started each day the crew is on duty, whether for ship's maintenance or under way, except as noted in paragraph 5.4. The following instructions are to be used as guidelines when making entries in the log.

6.6.1 Time. Enter local time of entry in log.

6.6.2 Mission, Departure Point Etc. Enter all pertinent data as to work done aboard ship, mission run, weather conditions, special personnel aboard, etc. Note all official radio reports made. In the event of an incident requiring a special "Incident Report", enter position, course, speed, prevailing weather, and time when the incident occurred.

6.6.3 DEP., ARR., TET (Total Elapsed Time), Miles Run. Self explanatory; use only when under way or for sea trials.

#### NOTE

The sum of TET and MILES RUN columns will be entered in the appropriate blocks.

6.6.4 Inspection Complete. Self explanatory. A check in the "NO" block must generate an appropriate symbol in the "CONDITION OF THE VESSEL" block.

6.6.5 Condition of the Vessel. This "OPERATIONAL" block will be left blank when the vessel is fully operational. When a condition exists that adversely affects the safety or operational capability of the vessel, the following symbols will be entered:

6.6.5.1 RED X. This indicates that some known serious condition or problem exists which renders the vessel unseaworthy.

6.6.5.2 Red Horizontal Dash. This indicates that a required inspection, although due, has not been completed. This symbol also implies that the "Condition of the vessel is unknown, and that a RED X condition may exist". The vessel will be considered as "Non Operational", until the "CLEARED" or "EXCEPTIONAL RELEASE" lines are signed.

6.6.5.3 Red Diagonal Line. This indicates those known defects or the need for maintenance exists. The vessel will be considered as "Non Operational", until the "CLEARED" or "EXCEPTIONAL RELEASE" lines are signed.

6.6.5.4 When a regular inspection reveals that a condition or problem exists which affects the safety of the vessel and which cannot be immediately corrected, one of the above listed symbols will be entered in the "OPERATIONAL" block. Conditions, which cannot be immediately corrected, will be recorded in the "Delayed Discrepancies" pages at the end of the log (Pages 80-87). The date, nature of the condition, corrective action, and other pertinent data will be entered, with an estimated date the condition was corrected, how it was done (replaced engine, repaired unit), etc. and signature of Master.

6.6.5.5 Cleared. The authority to sign the "CLEARED" block is vested in the assigned Master of the vessel and will be signed when conditions warrant.

6.6.5.6 Exceptional Release. The authority for signing the "EXCEPTIONAL RELEASE" block is vested in the Master of the vessel and PIC only.

6.6.6 TEH (Total Elapsed Hours) (BRT FWD, Today, Total). Self explanatory.

6.6.7 Main Engine Hours (BRT FWD, Today, Total hours). Maximum RPMs, Oil Pressure, Gear Pressure, Fuel Pressure, Water temperature. Self explanatory.

6.6.8 Next Oil Change Due. See inside of back cover and make appropriate entries in blocks provided. All entries shall be made in pencil. Oil change interval shall be determined by engine manufacture schedules.

6.6.9 Periodic Inspection Due. Enter the cumulative hours since last inspection, as outlined on pages iv through vii in the log or locale scheduled inspections.

6.6.10 Next Haulout Due. Enter appropriate date carried forward from date of last haulout. Aluminum hull vessels hauled once every 36 months, steel hull vessels 24 months.

6.6.11 Fuel/Lube. Enter total gallons of Fuel/Lube aboard whenever an engine, (main or auxiliary), is started in the "ON HAND" block. Enter total gallons of Fuel/Lube used when engines are stopped in the "USED TODAY" block. Enter total gallons received in the "RECEIVED" block. Enter total gallons aboard when all engines, (main or auxiliary), are stopped in the "BALANCE" block.

#### NOTE

- On those vessels having an engine(s) in continuous operation, use entries at convenient 24-hour intervals; i.e., 0800 hrs. -0759 hrs., etc.
- Oil already in engine(s) will not be considered in the entries.

6.6.12 Crew Members. Enter last name, first name initial, and duty title of all personnel aboard the vessel, whether assigned as crew or as authorized passengers, listing crew by seniority of duty first.

**NOTE**

Passengers in a student status may be identified on a separate manifest.

6.6.13 Scheduled and Unscheduled Maintenance.

Enter appropriate information.

6.6.14 Master's Signature. Upon completion of each dated page, the Master of the vessel will affix his payroll signature in ink. This will confirm that all entries made in the log are true and correct to the best of his knowledge.

**NOTE**

If more than one numbered page is used on a given date, the Master will sign each of the pages for the same date.

6.6.15 Master/Engineer. Enter last name and initials of assigned Master and chief engineer of the vessel.

6.6.16 Date. Print day, month, and year in both blocks (17 March 2001).

**NOTE**

Julian dates; i.e., 6077, numeric abbreviations; i.e., 17/3/01, WILL NOT be used.

6.7 Delayed Discrepancies (Pages 80-87). Condition of the vessel which cannot be immediately corrected will be recorded in the Delayed Discrepancy pages. Corrective action, date corrected, and signature of Master when discrepancy is cleared.

**7 INCIDENT REPORTS**

All groundings, however slight, or occurrences of any kind, involving damage to the vessel, shall be reported as an incident.

7.1 Whenever a vessel is known to have run aground, struck a submerged object, or incurred damage from any cause, it will be the responsibility of the Master of the vessel to report the same through the PIC and the PIC will immediately notify the Watercraft activity Quality Assurance Personnel (QAP) or organization command section. The PIC will prepare an "Incident Report" and forward it to the AF Quality Assurance personnel or organization command section, as soon as possible. The written report will contain adequate information concerning the incident to determine the probable extent of damage to the vessel.

7.2 The report will include the following:

7.2.1 Vessel designator.

7.2.2 Position.

7.2.3 Course.

7.2.4 Speed.

7.2.5 Weather.

7.2.6 Time of Incident.

7.2.7 Date.

7.2.8 Total time vessel was aground.

7.2.9 Type of bottom where grounding occurred.

7.2.10 Narrative description of how grounding/incident occurred, how vessel was refloated, observed and estimated damage to hull.

7.2.11 Is immediate haulout necessary and is vessel seaworthy?

THE END